

*Rec. Mgt 5-1-4*

19 June 1956

MEMO FOR THE RECORD:

SUBJECT: Purchase of Steel Shelving

1. With the completion of the addition to the Records Center in fiscal year 1957 it will be necessary to purchase approximately \$60,000 worth of shelving to equip it. This money has not been included in the 1957 budget. At Mr. [REDACTED]'s suggestion, I checked with Mr. [REDACTED] of the Budget Division to determine if it was feasible to transfer the unobligated balance of our funds (Account 6605). Mr. [REDACTED] stated that we do have a surplus of approximately \$15,000 and that the transfer could be made [REDACTED] on the basis of a request from this office. However, he felt that it was too late this year to process the request and take procurement action in time to obligate the funds. He also felt that it would be to our advantage to place an order for the complete amount rather than just that portion which could be purchased with these funds. He suggested that in our PRC submittal we add the additional amount as a separate item for equipping the building.

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2. I also called Mr. [REDACTED] of the Procurement Division to determine if the transfer were to be made would he have time to ~~separate~~ *OBLIGATE* the funds. He said that we would have to discuss with Mr. [REDACTED], that ~~he~~ thought the time was too short because we had to first obtain a waiver from Federal Prison Industry and then draw up and issue the bid specifications and award the bid before the funds could be obligated.

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*19 June*  
*Discussed with Mr. [REDACTED]. He agrees*  
*with [REDACTED] suggestion to ask for shelving money*  
*in PRC submittal for construction funds.*  
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